|  |  |
| --- | --- |
| **SHIPBOURNE PARISH COUNCIL** | **Gable Cottage, Ismays Road**  **IGHTHAM, TN15 9BE** |
| **SARAH HUSEYIN**  **Clerk to the Council** | **Telephone: 01732 886402**  **email:** [**shipbourneparishcouncil@gmail.com**](mailto:shipbourneparishcouncil@gmail.com) |

**To: The Members of the Parish Council of Shipbourne -** I hereby summon you to attend a **Meeting of the Parish Council** to be held in the VILLAGE HALL, **SHIPBOURNE** commencing at **7.30 p.m. on Monday 10 April 2017** to transact the undermentioned business.Sarah Huseyin, Clerk

**AGENDA**

The business of the Parish Council will be taken in the following order.

1. **Apologies for absence**
2. **Declarations of Interest or Dispensations**
3. **To approve as a correct record the Minutes of the Parish Council meeting held 13 March 2016**
4. **Public Open Session -** Members of the public will be welcome to address the Parish Council with any concerns they have. Please note this item will be limited in time at the discretion of the Chairman**.**
5. **Appointment of Parish Councillor**
6. **Matters arising** 
   1. **Defibrillator –** Update
   2. **New Speed Indication Device –** Update
   3. **Refurbishment of the Village Hall –** Update
   4. **Litter -** Update
   5. **Dog training on Shipbourne Common -** Update
   6. **Tree Felling on Dunks Green Common -** Update
7. **Communications -** Items of information circulated prior to the meeting**.**
   1. Dynamic Councillor Seminars - 22nd April, 18th & 23rd May
   2. Open Spaces Society - renewal £45 – Do we wish to go ahead?
   3. County Council Elections
   4. Audit 2017
   5. Better Broadband Campaign <http://basicbroadbandchecker.culture.gov.uk/>
   6. KALC Subscriptions
8. **Reports: County Councillor, Borough Councillor, PCSO**
9. **Chair’s Actions and Correspondence**
10. **Report from External Bodies**
11. **Finance**

**11.1** **Payment of Accounts** – The outstanding accounts will be presented for agreement to pay:

Parish Clerk Salary & Expenses £440.42

Estate Field & Management Ltd £90.00 (inc £15 VAT)

**11.2** **Internal Audit Recommendations**.

14.2.1 Risk Assessment

14.2.2Annual Review of Internal Financial Controls

* + 1. Review of Asset Register
    2. List of other documents to review for website

**11.3 Outturn Statement**

**11.4 Budget & Finances to Year End**

**12. Personnel**

* 1. **Parish Clerk –** Timesheet Report

**13. Planning Matters**

* 1. **To consider planning applications:**

**TM/17/00665/FL -** Old Stables, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL. Loft conversion. Applicant: Mr & Mrs Clews Old Stables Upper Green Road Shipbourne Tonbridge, Kent TN11 9PL.

**TM/17/00703/FL -** 1 And 2 Martins Cottages, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Change of use of land from agricultural to residential curtilage, construction of a detached three bay garage and two storey side extensions, single storey rear extensions and rear dormers to 1 Martins Cottages and Crockwell. Applicant: Fairlawne Estate Co. Ltd

**TM/17/00784/FL** - Kingswood Training Services, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Proposed double garage and new vehicular access to dwelling.

**TM/17/00833/PDVAR** - The Barn, Tinley Lodge Farm, Hildenborough Road, Shipbourne Tonbridge, Kent TN11 9QB. Prior Notification: Change of use of agricultural building to a dwelling house and associated building operations (part 3 class Q).

* 1. **Planning approvals from TMBC**

**17/00341/RD** 2 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent TN11 9RU

Details of condition 2 (samples) submitted pursuant to planning permission TM/16/03531/FL (Demolition of single storey side extension and erection of two storey side and single storey side/rear extension).

**17/00343/RD** 2 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11 9RU.

Details of condition 3 (joinery) submitted pursuant to planning permission TM/16/03531/FL (Demolition of

single storey side extension and erection of two storey side and single storey side/rear extension.)

**16/01836/FL** Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9QY.

Retrospective application for the construction of garden structures, access gates, retaining walls (including HAHA) and landscaping works.

**16/01808/FL** Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9QY.

Retrospective application for the construction of an agricultural service barn measuring 87 square metres, a meter house and associated access and landscaping works on the land.

**13.3 Planning Refused by TMBC**

**16/03496/FL** Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent TN11 9QB. Change of use of land from agricultural to residential curtilage and the construction of an outbuilding to be used as a gym.

* 1. **Other Planning Matters –** Shipbourne Enforcement Case at TMBC (confidential**).** Area 2 Referral.

1. **Highways Matters**
2. **Footpaths**
3. **To review submission to Parish Newsletter**
4. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.**
5. **Date of next meeting.** – Monday 8th May 2017

NOTES: Members are reminded of the need for them to declare any interests not previously declared as a pecuniary interest, which they may have on any matters coming before the Parish Council for consideration. Further advice can be sought, whenever necessary, from the Clerk. Members are asked to be in the Village Hall in good time prior to commencement of the meeting at 7.30p.m so that they may acquaint themselves with the contents of any written material laid round the table.